

## DRAFT APPENDIX 3 - Annual Report Questions for Cities and Counties

*Permittees are required to submit annual reports online or in a format provided by Ecology, pursuant to Special Condition S9.A.*

### Reporting Requirements and SWMP

1. **Attach** a map of any annexations, incorporations or jurisdictional boundary changes resulting in an increase or decrease in the Permittee's geographic area of permit coverage during the reporting period, per S9.D.6.
2. **Attach** updated annual Stormwater Management Program Plan (SWMP Plan). (S9.D.1, S5.A.1)
3. Implemented an ongoing program to gather, track, and maintain information per S5.A.2, including costs or estimated costs of developing and implementing the SWMP?
4. Provide a breakdown of average annual costs (or estimates) to implement the SWMP and permit programs (S5.A.2 submit no later than March 31, 2027):
  - a. Program management (including Coordination)
  - b. MS4 Mapping and Documentation
  - c. Public Involvement and Participation
  - d. Controlling Runoff from New development, Redevelopment, and Construction Sites
  - e. Stormwater Planning
  - f. Stormwater Management for Existing Development (SSC)
  - g. Source Control for Existing Development
  - h. Illicit Connections and Illicit Discharges Detection and Elimination
  - i. Operation and Maintenance Program
  - j. Public education and outreach
  - k. S7/Appendix 2 – TMDLs
  - l. S8- Monitoring and Assessment
5. If applicable, identify other entities relied on to satisfy any of the obligations under the Permit. (S9.D4).

## MS4 Mapping and Documentation

6. Maintained electronic mapping data for the features listed in S5.C.2.a?
7. **Attach** file that lists the known outfall locations, size, and materials no later than March 31, 2026 in accordance with S5.C.2.a.i. The data shall be in one of the following formats:
  - a. [ESRI file geodatabase template](#)<sup>1</sup> (feature class in a .gdb).
  - b. [Shapefile template](#)<sup>2</sup>
  - c. ArcGIS Online template (sharing template a or b via ArcGIS Online).
  - d. [Excel template](#)<sup>3</sup>
8. Mapped and assessed acreage of MS4 tributary basins to outfalls or discharge points that have stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee? (S5.C.2.b.ii, no later than December 31, 2027).
  - a. **Attach** map.
  - b. Estimated breakdown of acres managed by stormwater treatment and flow control BMPs/facilities.
  - c. Estimated breakdown of acres not managed by stormwater treatment and flow control BMPs/facilities.
9. **Counties only:** Completed mapping tributary conveyances as described in S5.C.2.a.v. for the areas outside the urban/higher density rural sub-basins not previously mapped during the 2019 permit cycle, as described in S5.C.2.b.iii? (Required by December 31, 2028)
10. No later than December 31, 2028, began mapping Permittee-owned tree canopy based on available, existing data? (S5.C.2.b.iv)

## Coordination

11. Did you update your internal coordination agreement(s) or directives to facilitate compliance with this permit? (S5.C.3.a – Required by March 31, 2025)
  - a. If yes, **attach** a written description of internal coordination mechanisms. (S5.C.3.a)
12. Implemented coordination mechanisms clarifying roles and responsibilities for control of pollutants between physically interconnected MS4s per S5.C.3.b.i?

<sup>1</sup> <https://fortress.wa.gov/ecy/ezshare/wq/permits/MS4GP.Mapoutfall.prelim.gdp.zip>

<sup>2</sup> <https://fortress.wa.gov/ecy/ezshare/wq/permits/MS4GP.Mapoutfall.prelim.shape.zip>

<sup>3</sup> <https://fortress.wa.gov/ecy/ezshare/wq/permits/MS4GP.Mapoutfall.prelim.excel.xlsx>

13. Coordinated stormwater management activities for shared waterbodies among Permittees and Secondary Permittees, as necessary to avoid conflicting plans, policies and regulations? (S5.C.3.b.ii)

### **Public Involvement and Participation**

14. Describe in Comments field opportunities created for the public, including overburdened communities, to participate in the decision making processes involving the development, implementation, and updates of the SWMP and SMAP (SMAP applies to Counties) in accordance with S5.C.4.a.
15. Document methods used to identify overburdened communities. (No later than December 31, 2026, S5.C.4.a.i).
16. Describe specific public involvement opportunities for overburdened communities annually. (S5.C.4.a.ii)
17. Posted the updated SWMP Plan and latest annual report on your website no later than May 31? (S5.C.4.b)
  - a. List website address in Comments field.

### **Controlling Runoff from New Development, Redevelopment and Construction Sites**

18. Submitted draft enforceable requirements, technical standards, and manual to meet site and subdivision-scale requirements of S5.C.5.a to Ecology no later than July 1, 2025? (S5.C.5.b.iii)
19. Adopted or updated, and made effective, the Ecology-approved enforceable requirements, technical standards, and manual to meet site and subdivision-scale requirements of S5.C.5.a no later than July 1, 2026? (S5.C.5.b.iv)
20. Number of adjustments granted to the minimum requirements in Appendix 1? (S5.C.5.b.i and Section 6 of Appendix 1)
  - a. Number of adjustments granted to minimum requirement #5?
21. Number of exceptions/variances granted to the minimum requirements in Appendix 1? (S5.C.5.b.i, and Section 6 of Appendix 1)
  - a. Number of adjustments and exceptions/variances granted to minimum requirement #5?
22. Reviewed Stormwater Site Plans, per S5.C.5.b.vi(a)?
  - a. Number of stormwater site plans reviewed during the reporting period?  
S5.C.5.b.vi(a)

23. Inspected, prior to clearing and construction, permitted development sites per S5.C.5.b.vi(b)?
24. Inspected permitted development sites during construction to verify proper installation and maintenance of required erosion and sediment controls per S5.C.5.b.vi(c)?
25. Inspected stormwater treatment and flow control BMPs/facilities and catch basins in new residential developments every 6 months, per S5.C.5.b.vi(d)?
26. Inspected permitted development sites upon completion of construction and prior to final approval or occupancy to ensure proper installation of stormwater facilities, per S5.C.5.b.vi(e)?
27. Verified that a maintenance plan is completed and responsibility for maintenance is assigned for stormwater treatment and flow control BMPs/facilities prior to final approval and occupancy being granted? (S5.C.5.b.vi(e))
28. Number of enforcement actions taken during the reporting period? (Based on construction phase inspections at new development and redevelopment projects.) (S5.C.5.b.vi(b)-(e))
29. Achieved at least 80% of required construction-related inspections? (S5.C.5.b.vi(f))
30. Made online links to Ecology's Construction Stormwater General Permit Notice of Intent, the Industrial Stormwater General Permit Notice of Intent, and the registration requirements for Underground Injection Control (UIC) available to representatives of proposed new development and redevelopment? (S5.C.5.b.vii)
31. All staff whose primary job duties are implementing the program to control stormwater runoff from new development, redevelopment, and construction sites including permitting, plan review, construction site inspections, and enforcement are trained to conduct these activities? (S5.C.5.b.viii)

### Stormwater Planning

32. Continued to convene an interdisciplinary team to inform and assist in the development, progress, and influence of the stormwater planning program? –(S5.C.6.a)

### Coordination with long-range plan updates

33. List the relevant land use planning efforts that have taken place in your jurisdiction (land use plans that are used to accommodate growth, stormwater management, or transportation). (S5.C.6.b.i– Required by March 31, 2027.)
34. List stormwater capital projects (currently in, or slated for future, design and construction) that resulted from this planning. (S5.C.6.b.i– Required by March 31, 2027.)
35. Describe watershed protection measures associated with stormwater management and land use planning actions that resulted from this planning. (S5.C.6.b.i – Required by March 31, 2027. )
36. Were land acquisitions identified (or being planned) that are useful for stormwater facilities to accommodate growth or to better serve an existing developed area? (S5.C.6.b.i – Required by March 31, 2027.)
  - a. If yes, for what purpose?
37. Updates to goals and policies related to investment in stormwater management facilities/BMPs? (yes/no)? (S5.C.6.b.i – Required by March 31, 2027)
  - a. If yes, briefly describe.

### Low impact development code-related requirements

38. Continue to design and implement local development-related codes, rules, standards, or other enforceable documents to minimize impervious surfaces, native vegetation loss, and stormwater runoff, where feasible? See S5.C.6.c.i. (Required annually)
39. From the assessment described in S5.C.6.c.i.(a), did you identify any administrative or regulatory barriers to implementation of LID Principles or LID BMPs?
  - a. If yes, describe the barrier and the measures taken to address them.
40. Adopted and implemented tree canopy goals and policies to support stormwater management and water quality improvement in receiving waters (S5.C.1.c.ii; December 31, 2028)?

## Stormwater Management Action Planning

41. **Counties Only:** Did you describe in your SWMP how the watershed-scale stormwater plans (developed in the 2013-2019 Permit) are being used to inform S5.C.7 project prioritization and selection? (S.5.C.6.d.i)
42. **Counties Only:** If choosing to prepare a SMAP for a catchment area in an alternative watershed, have you developed a Stormwater Management Action Plan (SMAP) for at least one high-priority area? (S5.C.6.d.ii.(f) –(Required by December 31, 2027)
  - a. **Attach** SMAP(s)
43. **Counties Only:** Have you developed a new Stormwater Management Action Plan pursuant to S.5.C.6.d.ii?  
(Required no later than December 31, 2027.)
  - a. **Attach** SMAP(s)
44. **Counties Only:** If choosing to take additional actions in an existing SMAP, prepared in 2022, have you submitted a revised SMAP pursuant to S.5.C.6.d.ii?  
(Required no later than December 31, 2027)
  - a. **Attach** SMAP(s).

## Stormwater Management for Existing Development

45. **Attach** a list of planned, individual projects scheduled for implementation during this permit term for the purpose of meeting S5.C.7.d, with the information and formatting specified in Appendix 12? (S5.C.7.c)
46. Achieved the required SSC Program Points? (S5.C.7.d – Required by December 31, 2027)

## Source Control Program for Existing Development

47. Updated inventory to identify institutional, commercial and industrial properties which have the potential to generate pollutants to the Permittee's MS4 per S5.C.8.a.i?  
(Required at least once every five years)
  - a. Number of total sites identified for the inventory.
48. **Attach** a summary of actions taken to implement the source control program, per S5.C.8.a.
49. **Attach** a list of inspections, per S5.C.8.a.ii(e), organized by the business category, noting the number of times each business was inspected, and if enforcement actions were taken.

50. Implemented an ongoing source control training program, per S5.C.8.a.iv?

### **Illicit Connections and Illicit Discharges Detection and Elimination**

51. Continued to implement regulatory mechanisms to effectively prohibit illicit discharges into the MS4, per S5.C.9.b?
52. Updated an ordinance or other regulatory mechanism to effectively prohibit non-stormwater, illicit discharges, as described in S5.C.9. if necessary? Required no later than July 1, 2027.
53. Implemented procedures for conducting illicit discharge investigations in accordance with S5.C.9.c.i)?
- a. Cite field screening methodology used in the Comments field.
54. Provide the percentage of MS4 screened in reporting year, per S5.C.9.c.i(a). (Required to screen on average 12% each year)
- a. Cite field screening techniques used to determine percent of MS4 screened.
55. Describe how you publicized a hotline telephone number for public reporting of spills and other illicit discharges in the Comments field (S5.C.9.c.ii).
56. Implemented an ongoing illicit discharge training program for all municipal field staff per S5.C.9.c.iii)?
57. Implemented an ongoing program to address illicit discharges, including spills, and illicit connections into the MS4, per S5.C.9.d?
58. Implemented an ongoing illicit discharge training program for all staff responsible for the procedures and program , per S5.C.9.e?
59. Participated in a regional emergency response program, or implemented procedures to investigate and respond to spills and improper disposal? (S5.C.9.f)
60. **Attach** a report with data describing the actions taken to characterize, trace, and eliminate each illicit discharge reported to, or investigated by, the permittee as described in S5.C.9.g. The submittal must include all of the applicable information and must follow the format described in Appendix 14.

## Operations and Maintenance

61. Implemented maintenance standards that are as protective, or more protective, of facility function than those specified in the Stormwater Management Manual for Western Washington? (S5.C.10.a)
62. Updated maintenance standards per S5.C.10.a, no later than July 1, 2027?
63. Applied a maintenance standard for a facility or facilities that do not have maintenance standards specified in the Stormwater Management Manual for Western Washington? If so, note in the Comments field what kinds of facilities are covered by this alternative standard. (S5.C.10.a)
64. Verified that maintenance was performed, per the schedule in S5.C.10.a.ii, when an inspection identified an exceedance of the maintenance standard?
  - a. **Attach** documentation of maintenance time frame exceedances that were beyond the Permittee's control.
65. Evaluated and, if necessary, updated the existing ordinances or other enforceable documents requiring long-term maintenance of all stormwater treatment and flow control BMPs/facilities (including catch basins that are part of the facilities) regulated by the Permittee? (S5.C.10.b.i)
  - a. If updated, cite ordinance or other enforceable document.
66. Implemented an ongoing inspection program for stormwater treatment and flow control BMPs/facilities regulated by the Permittee per S5.C.10.b.ii.?
  - a. Are you using a reduced inspection frequency? (S5.C.10.b.ii)
  - b. If using reduced inspection frequency on stormwater treatment and flow control BMPs/facilities regulated by the Permittee for the first time during this permit cycle, **attach** documentation per S5.C.10.b.ii.
67. Achieved at least 80% of required inspections to verify adequate long-term O&M? (S5.C.10.b.iii).
68. Number of stormwater treatment and flow control BMPs/facilities owned or operated by the Permittee? (S5.C.10.c.i)
  - a. Number of facilities inspected during the reporting period? (S5.C.10.c.i)
  - b. Number of facilities for which maintenance was performed during the reporting period? (S5.C.10.c.ii)



69. If using reduced inspection frequency for municipally owned or operated stormwater treatment and flow control BMPs/facilities for the first time during this permit cycle, **attach** documentation per S5.C.10.c.i.
70. Conducted spot checks and inspections, of potentially damaged stormwater treatment and flow control BMPs/facilities after major storm events? (S5.C.10.c.ii)
71. Achieved 95% of required inspections per S5.C.10.c.iii?
72. Inspected catch basins owned or operated by the Permittee every year or used an alternative approach? (S5.C.10.d.i)
- a. Number of known catch basins and inlets?
  - b. Number of catch basins and inlets inspected during the reporting period?
  - c. Number of catch basins and inlets cleaned during the reporting period?
  - d. **Attach** documentation of alternative catch basin inspection approach, if used. (S5.C.10.d.i)
73. Implemented practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee per S5.C.10.e?
74. Updated documented practices, policies, and procedures to reduce stormwater impacts associated with runoff from all lands owned or maintained by the Permittee, and road maintenance activities under the functional control of the Permittee per S5.C.10.e? (Required by December 31, 2027)
- a. Cite documentation in Comments.
75. Developed and implemented a municipal street sweeping program to target high priority areas, no later than July 1, 2027 per S5.C.10.f.?
76. Swept quarterly, each year? (S5.C.10.f.ii)
77. Swept once between July and September annually? (S5.C.10.f.ii)
78. **Attach** documentation if implementing an alternative sweeping timing and frequency, or existing sweeping program of equivalent or greater sweeping program. (S5.C.10.f.ii.a or b.)
79. Annually swept 90% of high priority areas withing MS4 drainage areas. (S5.C.10.f.iii)? Required reporting by March 31, 2029.
80. **Attach** summary of road type and level of traffic served (e.g. AADT or estimated # of vehicles served) of roads swept, frequency, type of sweeper, lane miles, a map of the

areas and land uses swept, and approximation of street waste removed. (S5.C.10.f.vi)  
Required March 31, 2029

81. Disposed of sweeper waste material in accordance with Appendix 6, Street Waste Disposal? (S5.C.10.f.v.)
82. Implemented a Stormwater Pollution Prevention Plan for all heavy equipment maintenance or storage yards, and material storage facilities, owned or operated by the Permittee in areas subject to this Permit that are not required to have coverage under an NPDES permit that covers stormwater discharges associated with the activity per S5.C.10.g?
83. Implemented an ongoing training program for Permittee employees whose primary construction, operations or maintenance job functions may impact stormwater quality per S5.C.10.h?

### Education and Outreach

84. Did you choose to adopt one or more elements of a regional program? (S5.C.11)
  - a. If yes, list the elements, and the regional program.
85. **Attach** description of public education and outreach general awareness efforts conducted, including your target audiences and subject areas, per S5.C.11.a.i.
86. Conducted an evaluation of the effectiveness of the ongoing behavior change program and documented recommendations as outlined in S.5.C.11.a.iii.? (No later than July 1, 2025).
  - a. If not, is this because new behavior change program is selected in accordance with S5.C.11.a.iv(c)?
87. Developed a behavior change campaign that is tailored to the community, in accordance with S5.C.11.a.iv? (Required no later than July 1, 2026)
  - a. **Attach** the strategy and schedule developed in accordance with S5.C.11.a.v.
88. Began implementing strategy outlined in S.5.C.11.a.iv? (Required by September 1, 2026 – S.5.C.11.a.v)
89. **Attach** the report developed in accordance with S5.C.11.a.vi, which evaluated the changes in understanding and adoption of targeted behaviors resulting from the implementation of the strategy and any planned or recommended changes to the program in order to be more effective. (Required to submit no later March 31, 2029)

90. Promoted stewardship opportunities (or partnered with others) to encourage resident participation in activities such as those described in S5.C.11.b?

a. **Attach** a list of stewardship opportunities promoted.

### Compliance with Total Maximum Daily Load Requirements

91. Complied with the Total Maximum Daily Load (TMDL)-specific requirements identified in Appendix 2? (S7.A)

a. List any requirements that were not met.

92. For TMDL listed in Appendix 2, **attach** a summary of relevant SWMP and Appendix 2 activities to address the applicable TMDL parameter(s). (S7.A)

### Monitoring and Assessment

93. Submitted cost-sharing payment for Stormwater Action Monitoring (SAM) status and trends monitoring no later than December 1, 2024 (S8.A.1); and no later than August 15 of each subsequent year? (S8.A.2.a)

94. Notified Ecology by December 1, 2024 which option you selected: S8.A.2.a, or S8.A.2.b?

95. Submitted payment for cost-sharing for SAM effectiveness and source identification studies no later than December 1, 2024 (S8.B.1); and no later than August 15 of each subsequent year? (S8.B.2.a or S8.B.2.c)

96. Notified Ecology by December 1, 2024, which option you selected: S8.B.2.a, or S8.B.2.b, or S8.B.2.c?

97. If conducting a study per S8.B.2.c, submitted a detailed effectiveness study proposal to Ecology no later than February 1, 2025? (S8.B.2.c.ii(a))

98. If conducting a study per S8.B.2.c, submitted a QAPP to Ecology within 120 days of Ecology's approval of the detailed effectiveness study proposal? (S8.B.2.c.ii(b))

99. If conducting a study per S8.B.2.c, began full implementation of the effectiveness study in accordance with the schedule in the approved QAPP, and submitted required reports? (S8.B.2.c.ii(c))

100. **City of Tacoma:** Submitted data and final report on stormwater discharge monitoring conducted pursuant to S8.B Effectiveness Studies Option b. in the Phase I Municipal Stormwater Permit, August 1, 2019 – July 31, 2024? (S8.C.1 – Due June 30, 2025)

101. If conducting stormwater discharge monitoring in accordance with S8.C.2, submitted a QAPP to Ecology no later than February 1, 2025? (S8.C.2.b and Appendix 9)

- 102.If conducting stormwater discharge monitoring in accordance with S8.C.2, **attach** a data and analysis report per S8.C.2.d and Appendix 9. (Due annually beginning March 31, 2026.)

### General Conditions and Compliance with Standards

- 103.Notified Ecology, in accordance with G3, of any discharge into or from the Permittee's MS4, which could constitute a threat to human health, welfare, or the environment? (G3)
- 104.Took appropriate action to correct or minimize the threat to human health, welfare, and/or the environment, per G3.A?
- 105.Notified Ecology within 30 days of becoming aware that a discharge from the Permittee's MS4 caused or contributed to a known or likely violation of water quality standards in the receiving water? (S4.F.1)
- 106.If requested, submitted an Adaptive Management Response report in accordance with S4.F.3.a?
- a. **Attach** a summary of the status of implementation of any actions taken pursuant to S4.F.3 and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period? (S4.F.3.d)
- 107.Notified Ecology of the failure to comply with the permit terms and conditions within 30 days of becoming aware of the non-compliance? (G20)
- 108.Number of non-compliance notifications (G20) provided in reporting year? List permit conditions described in non-compliance notification(s) in Comments field.